

# LIST OF SERVICE OPPORTUNITIES

<p>On-Going Opportunities:</p> <p>(Inquire at <a href="mailto:Berni.PTFinfo@yahoo.com">Berni.PTFinfo@yahoo.com</a>) PTF Committee:</p> <ul style="list-style-type: none"> <li>• Vice-President</li> <li>• Treasurer</li> <li>• Sergeant-At-Arms</li> <li>• Volunteer Coordinator</li> <li>• Event Coordinator</li> <li>• Room Parent Coordinator/Liason</li> </ul> <p>(Inquire with the Front Office)</p> <ul style="list-style-type: none"> <li>• Mailings               <ol style="list-style-type: none"> <li>1. School Mailings</li> <li>2. PR Mailings</li> </ol> </li> <li>• Picture Scanning</li> <li>• General Filing</li> <li>• Phone Calls</li> <li>• Grounds Maintenance</li> <li>• Drivers</li> <li>• New Student Recruitment</li> <li>• Lunch Program-Food Prep.</li> <li>• Prayer Ministry Team</li> <li>• Box Tops Coordinator</li> <li>• Choir Instructor/Assistant</li> <li>• Tally all Fund-Raiser Forms</li> <li>• New Family Support</li> <li>• Read Books for Library</li> <li>• School Earthquake Bins (Update in Spring)</li> </ul> <p>(Inquire with Teacher)</p> <ul style="list-style-type: none"> <li>• Room Parent</li> <li>• Assistant Room Parent</li> <li>• Filing</li> <li>• Assemble Packets</li> <li>• Sorting</li> <li>• Graduation (K &amp; 8<sup>th</sup>)               <ol style="list-style-type: none"> <li>1. Iron Gowns</li> </ol> </li> <li>• Promotion (5<sup>th</sup>)</li> <li>• Bulletin Board</li> <li>• Earthquake Kits</li> </ul>	<p>Back to School Night:</p> <ul style="list-style-type: none"> <li>• Set-up</li> <li>• Monitor Food/Drink Tables</li> <li>• Work Volunteer Sign-In</li> <li>• Clean-up</li> </ul> <p>First Day of School:</p> <ul style="list-style-type: none"> <li>• Welcome Committee</li> </ul> <p>Fall Festival:</p> <ul style="list-style-type: none"> <li>• Set-Up</li> <li>• Manning a Booth</li> <li>• Helping with Games (See Teachers)</li> <li>• Help Serve Food</li> <li>• Clean-Up</li> <li>• General Help As Needed</li> </ul> <p>All School Thanksgiving Luncheon:</p> <ul style="list-style-type: none"> <li>• Set-Up</li> <li>• Serve Food</li> <li>• Clean-Up</li> <li>• General Help As Needed</li> </ul> <p>Coffeehouse (8<sup>th</sup> grade fund-raiser): (See 8<sup>th</sup> Grade Teacher)</p> <ul style="list-style-type: none"> <li>• Set-Up</li> <li>• Clean-Up</li> <li>• General Help As Needed</li> </ul> <p>Christmas Program:</p> <ul style="list-style-type: none"> <li>• Set-Up Decorations</li> <li>• Set-Up Auditorium</li> <li>• Set-Up Nativity Scene</li> <li>• Make Table Decorations</li> <li>• Set-Up Tables</li> <li>• Help Serve Food/Drinks</li> <li>• Clean-Up</li> <li>• General Help As Needed</li> </ul> <p>1<sup>st</sup> Semester Award Trip:</p> <ul style="list-style-type: none"> <li>• Drivers</li> <li>• Set-Up</li> <li>• Cook Food</li> <li>• Serve Food</li> <li>• Coordinate Games/Prizes</li> <li>• Clean-Up</li> <li>• General Help As Needed</li> </ul>	<p>Grandparents/Loved Ones Day:</p> <ul style="list-style-type: none"> <li>• Office Help</li> <li>• Food Prep.</li> <li>• Serve Lunch</li> <li>• General Help As Needed</li> <li>• Clean-Up</li> </ul> <p>Jump/Hoop-A-Thon:</p> <ul style="list-style-type: none"> <li>• Call to Remind About Forms</li> <li>• Office Help</li> <li>• Set-Up</li> <li>• Snack Help</li> <li>• Lunch Help</li> <li>• Total Scores</li> <li>• Help With Prizes</li> <li>• Clean-Up</li> <li>• General Help As Needed</li> </ul> <p>Spiritual Emphasis Week:</p> <ul style="list-style-type: none"> <li>• Help Prep. Snacks</li> <li>• Help Prep./Serve Lunches</li> </ul> <p>Teacher/Staff Appreciation:</p> <ul style="list-style-type: none"> <li>• Assemble Gifts</li> <li>• Organize Luncheon               <ol style="list-style-type: none"> <li>1. Set-Up</li> <li>2. Awards</li> <li>3. Prep. Food</li> <li>4. Serve Food</li> <li>5. Clean-Up</li> </ol> </li> </ul> <p>Mother's Day Morning</p> <ul style="list-style-type: none"> <li>• Set-Up</li> <li>• Serve Coffee/Bread</li> <li>• Clean-Up</li> </ul> <p>Book Fair in Library:</p> <ul style="list-style-type: none"> <li>• Set-Up Books</li> <li>• Tear-Down/Pack-Up Books</li> <li>• Monitor Book Sales</li> </ul>	<p>Spring Fling/Open House/Bookfair</p> <ul style="list-style-type: none"> <li>• Set-Up Tables/Chairs</li> <li>• Set-Up Stage</li> <li>• Serve Food/Drinks</li> <li>• Set-Up Books</li> <li>• Tear-Down/Pack-Up Books</li> </ul> <p>Books</p> <ul style="list-style-type: none"> <li>• Tally Books</li> <li>• Monitor Book Area</li> <li>• Monitor Book Sales</li> </ul> <p>All School Picnic</p> <ul style="list-style-type: none"> <li>• Drivers</li> <li>• Set-Up</li> <li>• Cook Food</li> <li>• Serve Food</li> <li>• Coordinate Games/Prizes</li> <li>• Clean-Up</li> <li>• General Help As Needed</li> </ul> <p>Sports:</p> <ul style="list-style-type: none"> <li>• PE Assistant</li> <li>• Coaches:               <ul style="list-style-type: none"> <li>*Basketball</li> <li>*Baseball</li> <li>*Football</li> <li>*Volleyball</li> <li>*Cheer</li> <li>*Step Team</li> </ul> </li> <li>• Team Parent (2)</li> <li>• Drivers</li> <li>• Score Keeper</li> <li>• Clean-up after home games</li> <li>• General Help</li> <li>• Snack Coordinator</li> <li>• Awards Coordinator               <ol style="list-style-type: none"> <li>1. Set-up</li> <li>2. Clean-up</li> <li>3. Decorations</li> <li>4. Awards</li> </ol> </li> </ul>
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If you want to sign up for any of these, see the person listed as "in-charge"

If no one is listed, please email [Berni.PTFinfo@yahoo.com](mailto:Berni.PTFinfo@yahoo.com)

Thank you for your commitment to making these events possible.

Joanna Berni  
PTF President  
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